

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

March 3, 2003

SUBJECT: COMPLAINT STATISTICAL INFORMATION, FORM 1.19.0 - REVISED

PURPOSE: Special Order No. 1 of 2003 revised Department policy and procedure regarding the classification, investigation, adjudication, and recordation of complaints. With the establishment of Non-Disciplinary as a new complaint classification and Alternative Complaint Resolution as a method of resolving certain complaints, the Complaint Statistical Information, Form 1.19.0, has been revised to reflect the changes. This Order revises the Complaint Statistical Information, Form 1.19.0.

PROCEDURE:

COMPLAINT STATISTICAL INFORMATION, FORM 1.19.0 - REVISED. The Complaint Statistical Information, Form 1.19.0, has been revised to reflect the following:

Note: The letters in parentheses correspond to the lettered items on the Complaint Statistical Information, Form 1.19.0.

- * Categories have been added to the Source of Complaint box (**A**) to include "Public 3rd Party," "Judicial Officer/Prosecutor" and "Attorney."
- * Categories for "Non-Disciplinary" and "Judicial Concern" have been added to the Classification box (**D**).
- * A Field Data Report box (**EE**) has been added to record whether a Field Data Report was completed on the complainant.
- * The Civil Service Title box (**Q**) has been modified to include "at time of occurrence."
- * The complaint classification boxes (**U**) have been changed to reflect the categories of "Disciplinary," "Non-Disciplinary" and "Alternate Disposition."
- * The Civil Service Appeal box (**Y**) has been modified to provide categories for "Civilian-Civil Service Hearing" and "Sworn-Administrative."
- * "Sustained- No Penalty only" (S-NP only) has been added to the "No Penalty" category in the Penalty box (**AA**).
- * The Corrective Action box (**BB**) has been replaced by a Non-Disciplinary Action box to include corrective action(s) to be taken if the disposition was "Sustained-No Penalty" (S-NP), or if the "Employee's Actions Could have Been Different" (DIFF).

The use and distribution for the Complaint Statistical Information, Form 1.19.0, remain the same.

FORM AVAILABILITY: The Complaint Statistical Information, Form 1.19.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Local Area Network. A copy of the form is attached for duplication and immediate use. The previous version of this form shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order amends Section 5/1.19.0 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "D"